

GUIDELINES for a YOUTH EXCHANGE TIMETABLE
Prepared for the Rotary International Salt Lake City Youth Exchange Pre-Convention
June 16, 2007

Outline of YE Timetable (Note! to the left is the Northern timetable for each column. To the right is the Southern Hemisphere.)
 As every District does things a little different this is to be used as a guide.

MONTH	District Youth Exchange Chair (DYEC)		Youth Exchange Officer (YEO)		Inbound (IB) & Outbound (OB) Student	MONTH
<i>NORTH</i>		<i>SOUTH</i>		<i>SOUTH</i>		<i>SOUTH</i>
July	Rebound/Rotex re-entry orientation. Remind YEO's to get criminal background checks for appropriate individuals	February	In home interview of Host Families. Begin communicating with IB students about your club.		Rebound/Rotex mandatory re-entry orientation with parents.	February
August	All Host families, Rotary YEOs and Counselors orientation and Abuse Policy information meeting. (Document) IB Student Orientation Assure necessary insurance coverage including liability. Assure a signed set of rules is on hand. (Document)		Confirm that all host families members, counselors and others that will have one on one contact with students has their background check completed. Meet the IB at the Airport with 1 st Host family. First night questions.		IB mandatory orientation.	
September	Assist the clubs in promoting the program.		Begins minimum monthly contact with the host family and IB student. Promote program in local high schools.		IB student begins attending club meetings. IB student's first monthly report to sponsor YEO/DYEC.	
October	Current OB parent support meeting Contact clubs to host for next year		Interview OB candidates In home interviews and background checks of 2 nd host family	April		
November	OB Interviews and acceptance	May June	Notification of accepted OB students. Sign OB application paperwork.		IB time to move to next family	
December	OB applications due from accepted students		<i>Reminder – document your monthly contact with IB student and host families</i>		IB student club presentation	

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<i>NORTH</i>		<i>SOUTH</i>		<i>SOUTH</i>		<i>SOUTH</i>
January	Notify OB students of country assignments OB applications sent to international DYEC		Arrange IB return flight		OB Applies for passport	
February	Sends IB applications to clubs OB student and parent first orientation. Current OB parent support meeting		Receives IB application from DYEC. Receive Host Families Application. In home interviews and background checks of 3 rd host family		OB student and parents mandatory orientation	
March	IB completed paperwork and guarantee form returned to international DYEC		YEO acquires signatures for IB application paperwork and returns to DYEC		IB time to move	
April	OB student and parent second orientation. District Assembly YEO training including Abuse Policy material.		Promote program in local schools		OB student and parent mandatory orientation	
May	District Conference presentation. Current OB parent support meeting.		Attend the District Conference		IB & OB mandatory attendance at District Conference. OB applies for Visa at the Consulate/Embassy.	
June	Farewell party for IB and OB. Provide next years IB students with community, cost, rules, and insurance information.	January	Farewell party for IB at club meeting with all host families.	January	IB returns home	January